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FILED: *00 M 24*
RETURN TO *13 June*
RECORDS MANAGEMENT DIVISION
3 June 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Civil Defense and Defense Mobilization,
Emergency Plan Program

1. At the request of [] Assistant to the DD/I (Planning), I attended a meeting in his office today to discuss certain questions relative to the execution of the Emergency Relocation Plan to be carried out on 15, 16 and 17 June.

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2. [] is coordinating this emergency plan for the entire DD/I area. The following persons are responsible for various phases of the program throughout DD/I:

ONE
OCD
OO
ORR
OCI
OSI



Any questions pertaining to specific problems in any of the above areas should be taken up with these designated representatives.

3. One of the principal problems that [] was concerned with involved access to library-type material under the jurisdiction of OCD. It was his understanding that no one would have access to the material in the vault except [] personnel. [] OCD, outlined how it may be difficult for [] personnel to properly service the number of requests that may be received in connection with the problem to be worked out. I explained that the Records Management Division has no jurisdiction with respect to the administration of the Vital Materials Repository. Our function is one of technical jurisdiction and policy guidance. I explained, however, that the objective in limiting access to the vault was one concerned primarily with eliminating confusion by a number of people looking for material who would not be familiar with the method of filing. I suggested that this problem could best be resolved by the [] and that this should be taken up at the meeting he will attend on 7 June.

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4. OCD now plans to have [] and [] for the three days of the relocation exercise.

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25X1 5. I requested [] to make arrangements to give the proper instructions to the Custodian of the Vital Materials Repository on how the intellofax cards should be arranged. It was my impression that both the [] and the Custodian of the Vital Materials Repository were somewhat confused as to the proper arrangement of these cards, and based on their concept, it appeared that about 10 days time would be required to rearrange these cards properly.

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25X1 [] agreed to get in contact with [] and work the difficulty out directly with him.

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25X1 6. I discussed with [] the advisability of ORR developing a suitable index to the maps that they now have on deposit. He was advised that a [] from the Map Library would accompany [] of this office to [] on 6 June for this purpose. [] requested that he be advised by 7 June as to whether this had been accomplished.

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